

THE NAVAJO NATION  
Department of Personnel Management  
**JOB VACANCY ANNOUNCEMENT**

Requisition No: DOJ0107811  
POSITION NO: 154561  
CLASS CODE: 2236

Date Posted: 05/20/13  
Closing Date: OUF

POSITION TITLE: INVESTIGATOR  
DEPARTMENT NAME: Office of the Prosecutor - White Collar Crime Unit  
DEPARTMENT NO: 10 WORKSITE LOCATION: Window Rock, Arizona  
WORKS DAYS/HOURS: POSITION TYPE: GRADE: R63A - R63F  
Days: Mon - Fri Permanent: ☒  
Hours: 8 am - 5 pm Temporary: ☐ SALARY: DOE \*  
Part-Time: ☐ Duration: 34,944.00 -  
No. of Hrs/Wk: 40+ \$ 40,497.80 \* Per Annum  
\$ 16.80 - 19.47 \* Per Hour

**DUTIES AND RESPONSIBILITIES:**

Under general supervision performs investigative functions on assigned cases from initial planning through finding facts, evidence, and reporting results in a clear and logical manner. Conducts thorough study of criminal complaints, police reports, conduct field investigations, collects evidence, and related documentation. Conduct interviews of potential and real witnesses and suspects, evaluates reliability and credibility; Completes field investigations on and off the reservation to locate suspects and witnesses, observe suspicious activity, trace financial transactions/records, and collect evidence. Conduct search and seizures, analyze forensic evidence, analyze financial documents, ability to recognize fraud/schemes and collect, classify, and enter into evidence findings. Prepare reports, legal pleadings criminal complaints, case chronologies, witness testimonies, and maintains statistics. Collects data, prepares sketches and/or diagrams of investigation crime scene, completes video taping, takes photographs, and recordings; recreate crime scenes, and preserve evidence. May be required to attend pre-trials, trials and testify in Navajo Nation, State, and Federal court. Attend training and conferences to maintain credentials, licenses, and related training. Attend and participate in staff meetings/trainings, case meetings, tasks force, specialized meeting(s) with prosecutors, special prosecutors, law enforcement officials and etc. from the Navajo Nation, State, and Federal level.

Will work closely with other tribal, state, and federal agencies and law enforcement to obtain assistance in criminal cases and partner and establish an effective working relationship. Review case summaries from attorney(s).

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

An Associate's degree in Criminal Justice, Criminology, Public Administration or related field; and

**Experience:**

Two (2) years of legal investigative work or *police training*, or an equivalent combination of education, training, and experience which provides the capabilities to performs the described duties. **(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with the employment application).**

**Special Knowledge, Skills and Abilities:**

Knowledge of Navajo Nation, Federal, and State Laws, regulations, and guidelines of tribal operations. Specialized training or skill in interviews and interrogations, investigation, auditing, fraud detection, and interviews.

**Physical Requirements and Work Environment:**

Work requires sitting at a desk and driving a motor vehicle. Work also involves the potential for high stress levels.

**License/Certification Requirements:**

**PREFERRED:** A Valid State Issued Driver's License. Depending upon the needs of the Nation may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.

**VETERANS' PREFERENCE APPLIES**

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.**

**Revised: 08-16-02**